

TO ADD A JURISDICTION TO A FLEET

Using a Schedule B:

1. Complete numbers 1 through 10.
2. Mark an X beside each additional jurisdiction for which you wish to be apportioned.
3. Enter either actual (A) or estimated (E) in the apportion column.
4. Enter the mileage in the correct column.
5. Sign and date the schedule.

TO CHANGE THE TYPE OF OPERATION OR COMMODITY CLASS FOR AN IRP FLEET

Using a Schedule B:

1. Complete numbers 1 through 10.
2. Indicate the new type of operation and commodity class.
3. Sign and date the schedule.

TO REQUEST REPLACEMENT CREDENTIALS

Using form MV: IRP-2:

1. Complete the registrant information.
2. Describe the unit(s).
3. Give the reason why the credentials need replacing. If the reason for replacement is due to a fire, a wreck, or being junked and the tag is damaged, return the totaled vehicle's original tag, if possible. If you are unable to return the tag, prepare a notarized affidavit that explains why the tag cannot be returned. The affidavit must include the following: registrant's name, registrant's account number, tag number, and vehicle information to include year, make, and VIN.
4. Indicate the replacement credentials requested.
5. Sign and date the form.
6. Send \$4.00 for each license plate replaced. This includes a \$2.00 shipping fee.
7. Send \$1.25 for each cab card requested.

NOTE: When a license plate is lost or stolen, that fact should be reported to a law enforcement office before requesting a replacement license plate.

License plates for a stolen vehicle are not, by law, permitted to be replaced.

TO CHANGE IRP ACCOUNT INFORMATION

Changes to IRP account information may include but are not limited to the following:

- Name
- Address changes

SUPPORTING DOCUMENTS

Before any IRP registration can be completed, certain supporting documents must be submitted. Some documents, such as proof of Sales or Use Tax paid and Title or Title Application, have to be submitted only at the time of initial registration unless the ownership of a vehicle has changed. Other documents must be presented each year at renewal time. These include proof of payment or satisfaction of Ad Valorem Tax, Motor Carrier Information Report (MCS-150) and Federal Heavy Vehicle Use Tax.